

Certified Public Manager Program

LEVEL/TITLE	COURSES	HOURS
Level I The Manager as Facilitator <i>To apply skills and knowledge to effectively influence organizational performance.</i>	Orientation MBTI & Communication Managing Your Workforce Effective Presentations Effective Business Writing Emotional Intelligence Meeting Management & Facilitation What Great Managers Do/First Break All the Rules Assignments: 1. Written Document for Writing Class 2. Book Review – <i>First Break all the Rules</i> 3. Completion of 360 Feedback on Management/Leadership Skills 4. Personal Developmental Goals 5. Summit Meet with Employee	3.0 7.0 21.0 10.0 10.0 7.0 7.0 7.0 10.0
Total Hours		82.0
Level II Organizational Systems <i>To integrate and coordinate organizational systems to achieve organizational goals.</i>	Negotiation & Mediation Politics in State Government/Political Savvy Legislative Protocol State Budget Process Administrative Law & Rule Making Risk Management State Purchasing Process Policy Administration & Intergovernmental Relations Policy Analysis & Statistical Interpretation Foundations of Leadership Problem Solving Project Management & Job-Related Project Orientation Assignments: 1. Book Review on Leadership Book 2. Agency Budget Report 3. Job-Related Project Proposal	10.0 7.0 3.0 7.0 3.5 2.0 2.0 3.5 3.5 7.0 7.0 7.0 13.0
Total Hours		75.5
Level III The Learning Organization <i>To focus more advanced skills on organizational outcomes.</i>	Learning Organization Concepts Awareness to Action Systems Thinking Report Writing 4 Frames in Organizations Strategic Thinking Assignments: 1. Agency Organizational Report	7.0 7.0 7.0 5.0 7.0 10.0 5.0
Total Hours		48.0

Level IV Strategic Leadership <i>To develop capacities and competencies for innovative state leadership.</i>	Critical Thinking	7.0
	Applied Ethics	7.0
	Appreciative Inquiry	3.5
	Strategic Planning & Performance Measurement	3.5
	How Organizations Change	7.0
	Crucial Conversations	14.0
TOTAL Hours		42.0
Level V Project & Testing	Power Point Presentation Techniques	2.5
	Job-Related Project	50.0
	Comprehensive Test	
Total Hours		52.5
TOTAL	Classroom Training	250.0
TOTAL	Work-Related Project	50.0
GRAND TOTAL		300.0